HOW TO USE THE IRS DATA RETRIEVAL TOOL VIA FAFSA

1. Go to www.fafsa.ed.gov and log in using your FSA ID.

If you have not yet created a FSA ID, click the FSA ID icon at the top of the page.
2. Select the “Make FAFSA Corrections” link. It will ask you to make a save key for this correction if you need to go back to it.

3. Navigate to the “Financial Information” tab and then the “Student Tax Information” page (or Parent if applicable).

4. There are a few questions that determine if you’re eligible to use the IRS Data Retrieval Tool.

5. If eligible, click “Link to IRS.” *Note: If you’re not eligible, please see our instructions on How to Order a Tax Return Transcript.
You will be notified that you’re leaving the FAFSA website and it will bring you to the IRS website.

Click “OK.”

Some of the information will prefill from your FAFSA. Make sure it is accurate and then enter your address EXACTLY as shown on your 2015 tax return.

Click “Submit.”
8. Review the information displayed and select the “Transfer My Information into the FAFSA” option. Be sure to click “Transfer Now” to be brought back to your FAFSA.

9. Do not adjust any of the tax information that was transferred in. This will null the data retrieval and you will be required to order a Tax Return Transcript.

10. Proceed to the Sign and Submit page.

Click agree.

Submit My FAFSA Now!